



HELP WANTED JEFFERSON COUNTY ROAD DEPARTMENT

ROAD/BRIDGE ASSISTANT SUPERVISOR: Full-time, permanent position in the Jefferson County Road Department. This position is under the direct supervision of the County Road/Bridge Supervisor. Position performs administrative and technical duties to assist with the planning, coordinating and supervising of projects. Coordinates equipment use, evaluates projects costs and works closely with the Road Supervisor and County Commissioners, engineers and consultants. Conducts surveys on county roads; assists with preparing and managing department budget; assists in developing and coordinating long range plans.

Position must be able to travel extensively within Jefferson County to inspect roads and make immediate on-the-spot assessments. Work is mostly outdoors sometimes in adverse weather. Position is on-call and frequently requires work outside normal working hours. Position is based out of Boulder, MT.

Position requires advanced knowledge of roadway construction; hazards and safety practices; snow removal practices; equipment maintenance; knowledge of computers, budgeting and accounting. Must have knowledge of and be able to operate maintenance and construction equipment, which may include tandem trucks, backhoes, graders, compactors, chip spreaders, scrapers, loaders, mowers, rollers and dozers. Must have a high school education and a minimum of five years increasingly responsible experience in operating and maintaining heavy equipment and two-three years experience with supervising staff. Must have a Montana Commercial Drivers License (CDL).

Please contact the Jefferson County Human Resource Department, PO Box H, Boulder MT 59632 (406) 225-4010 for a job application or go to the county website at www.jeffersoncounty-mt.gov. Applications must include county application and resume.

GRADE: 13
SALARY: \$22.72 or greater DOE
CLOSING DATE: August 10, 2018 at 5pm

Incomplete applications materials will not be processed. Jefferson County may use the following factors to determine whether an applicant meets the qualifications for this position: review of application materials, past work performance, reference checks and structured oral interview. Jefferson County is an equal opportunity employer.